



**Los Angeles County  
Chief Executive Office**

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***Class Specification:* SUPERVISING GEOGRAPHIC INFORMATION SYSTEMS  
TECHNICIAN**

**ITEM NUMBER:** 4412

**APPROVAL DATE:** 07/31/2012

**DEFINITION:**

Supervises a unit of GIS Technicians engaged in performing a variety of routine to moderately difficult technical duties in maintaining and supporting County and departmental GIS databases and geographic information systems; serves as a technical resource for staff and handles the resolution of customer requests, issues and problems.

**CLASSIFICATION STANDARDS:**

Positions allocable to this technical class supervise and participate in the work of GIS Technicians who perform duties primarily focused on GIS data creation and maintenance to support departmental and County-wide geographic information systems capabilities. Incumbents plan, organize, assign and supervise completion of work projects and assignments and coordinate work requirements and issues with customers, other divisions and departments and outside entities. Incumbents review completed work and GIS products in considerable detail to ensure completeness and accuracy, the accurate application of standard methods, techniques and procedures and compliance with legal requirements. Incumbents also perform technical GIS duties including analysis of extracted GIS data and generation of standard and custom GIS maps and other products.

Positions in this class differ from those in the higher level class of GIS Manager I in that incumbents in the GIS Manager I class typically supervise sections comprised of both professional and technical GIS staff engaged in building and maintaining GIS databases and layers and producing timely, accurate and cost effective GIS products and services to meet the operational needs of departments and informational needs of other customers.

***EXAMPLES OF DUTIES:***

**ESSENTIAL DUTIES:**

Plans, organizes, assigns, and evaluates the work of a unit of GIS Technicians; coordinates and monitors the completion of work assignments and projects to meet established deadlines and schedules and quality standards.

Provides full administrative and technical supervision of staff including approving time off, evaluation of performance and takes or recommends disciplinary action in accordance with

County policies, up to and including termination.

Participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards.

Conducts staff training; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching, monitoring and measuring the overall success of the unit.

Plans and uses spatial analyses and query results to review and compare data to ensure accuracy and completeness of work performed by staff; reviews GIS maps and other products completed by staff to ensure accuracy and conformance with customer requests and other requirements; coordinates work activities and completed results with other divisions, departments and outside entities.

Meets with internal and external customers to identify needs and requirements for data and/or other GIS products; coordinates the exchange of data sets with other entities where appropriate; prepares billing estimates for requested products and services.

Researches and responds to customer requests for information and resolves customer issues, problems and complaints.

Maintains reports of unit work activities and prepares production and other reports; participates in developing policies, procedures and standards applicable to unit work activities.

Performs technical GIS duties; identifies, researches and resolves technical issues and conflicts in data and makes data corrections; creates standard queries to extract and compile data and produce analytical work products; enters parameters and generates GIS products including maps, shape files, graphics, tables and reports.

Performs standard spatial analyses such as buffering, spatial overlays and distance calculations using established methods and procedures.

Operates and provides instruction on the operations of GIS-specific hardware including large format plotters and scanners.

May serve on committees and advisory groups to foster cooperation and ensure consistent practices for storage and sharing of geospatial data.

*MINIMUM REQUIREMENTS:*

**TRAINING AND EXPERIENCE:**

**Option 1**

Three years of experience using standard GIS tools and utilities to enter and correct data in GIS databases and provide other technical support for GIS systems at the level of Los Angeles County Geographic Information Systems Technician II.

**Option 2**

An Associate's degree in geographic information system or in a field requiring at least 18 semester units of equivalent coursework in GIS - AND - four years of technical experience in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases, including at least six months of experience involving project coordination and/or leadership.

Successful completion of a recognized GIS certificate program requiring at least 18 semester units may be substituted for the required Associate's degree.

**LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:**

2 - Light.

Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable walking may be involved.